



BOOKKEEPER
Posted April 1, 2021

Classification: Non-Exempt

Nature of Work

Under the supervision of the executive director and the immediate supervision of the fiscal officer, the Bookkeeper is responsible for bookkeeping functions with the Meramec Regional Planning Commission.

Responsibilities, performed on a daily and/or weekly basis, include:

- Assisting the commission's fiscal officer in maintaining the financial records of the commission, the MRB Corporation, and affiliated organizations;
- Maintaining accurate journals, ledgers and books of account, including the preparation of general journal entries, cash receipts and vouchers;
- Making daily deposits for all organizations and preparing and distributing daily cash reports;
- Maintaining personnel and fiscal files; and
- Maintaining petty cash for MRPC and MRB.

Responsibilities, performed one to two times per month, include:

- Processing payroll and accounts payable;
- Reconciling bank statements for all organizations;
- Updating accounts receivable;
- Receiving and distributing supplies;
- Processing month-end close-out; and
- Updating interagency payables and receivables.

Responsibilities, performed quarterly, bi-annually or annually, include:

- Assisting with physical inventory;
- Assisting with the procurement of goods and services; and
- Performance of any other task assigned.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

Two years of college or university work or completion of a specialized vocational/technical accounting program, and one year relevant experience. Two years of

Chairman: Larry Miskel
Presiding Commissioner, Gasonade County

Secretary: Mary Heywood
At-Large Representative, Unemployed

Vice Chairman: Steve Vogt
Representing City of Belle

Treasurer: George Lauritson
Mayor, City of St. Robert

Executive Director: Bonnie J. Prigge

relevant experience may be substituted for each year of required education. Must possess the ability to work well with co-workers, commissioners, and the desire to work in a team atmosphere.

Physical Requirements

Constant use of hands and arms to input data into computer and use adding machine. Must be able to move boxes of files from one location to another and must be able to squat and stoop to retrieve low files. Must be able to sit long periods of time. Must be able to converse directly and by phone. Must be able to concentrate long periods of times.

Salary Range

The salary range for this position is \$31,109 to \$33,000 per year.

Internal and External Application Information

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Linda Loughridge, Fiscal Officer. Position is open until filled. EOE/AA.

Bonnie Loughridge Date: 4-1-2021